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DCI/RM-78-0070  
27 November 1978

MEMORANDUM FOR: DDCI  
FROM: D/DCI/RM  
SUBJECT: Uniform promotion system

I have just seen a copy of the Executive Career Service promotion schedule dated 20 November. I note that it differs slightly from the one purporting to be agency-wide which we chose to adopt several months ago. Although I assume we need not alter our schedule for employees below the grade of GS-15, I am concerned about how promotions to GS-16-18, which need your approval, may be affected.

The Resource Management Career Board is currently scheduled to consider supergrade promotion recommendations in December and June; however, the E Career Service will do so in November and May. I am not clear whether the uniform promotion system that you proposed provides that supergrades in all career services must be promoted at the same time or only that supergrades within any one career service must be considered for promotion concurrently.

If everyone now has to conform with the Executive Career Service schedule, we have missed the November window for supergrades and must therefore wait until May rather than consider recommendations next month as we had planned. In the absence of any advice from you to the contrary, I will assume that we may carry on with the schedule we established in October and that you will consider our career board's recommendations when they are presented to you.



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EXECUTIVE CAREER SERVICEPROMOTION SCHEDULE

<u>CURRENT GRADE</u>	<u>FITNESS REPORT PERIOD END DATE</u>	<u>FITNESS REPORTS, SUPPLEMENTAL EVALUATION REPORT, &amp; PROMOTION RECOMMENDATIONS DUE IN DCI/PERS BY</u>	<u>RANKING PANEL MEETS</u>	<u>APPROVED PANEL PROMOTION RECOM. DUE IN DCI/PERS</u>	<u>PROMOTION ACTIONS OP 10 DAYS PRIOR 1st PAY PERIOD IN</u>
S-15 & Above	31 March	April	15-25 April	1 May & 1 Nov	May & Nov
S-14	30 April	May	July*	10 Aug & 10 Feb	Sept & March
S-13	30 June	July	Sept	10 Oct & 10 April	Nov & May
S-12	31 July	August	Oct	10 Nov & 10 May	Dec & June
S-11	31 Aug	Sept	Nov	10 Dec & 10 June	Jan & July
S-10	30 Sept	Oct	Dec	10 Jan & 10 July	Feb & Aug
S-09	30 Sept	Oct	Dec	10 Jan & 10 July	Feb & Aug
S-08	31 Dec	Jan	March	10 Apr & 10 Oct	May & Nov
S-07	31 Dec	Jan	March	10 Apr & 10 Oct	May & Nov
S-06	31 Jan	Feb	Not Required	10 May & 10 Nov	June & Dec
S-05 & Below	31 March	April	Not Required	10 Days Prior to End of Pay Period	Unscheduled

Ranking Panels will meet on a one-time basis in January for GS-14 in order to meet new Uniform Promotion Schedule Deadlines.

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NOTE FOR:

FROM:



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Jim,

I talked with Jim Bush today at lunch with Congressman Burlison, the DCI, and Fred Hitz. We talked about the schedule on which things will be delivered to the Congress. Burlison in particular emphasized his desire to have us appear and testify as early as possible. I told him that we were now working on the CJBs and expected to be able to deliver them at the same time the President's budget goes forward. (I hope that's true.)

Jim Bush noted that they have requested a number of studies from us and that it would be helpful to get them as early as possible. I told them that you are now responsible for tracking and coordinating the studies, and that you would get in touch with him on the schedule. Would you please do that?

It would also be useful for us to talk briefly; I'd like to make sure I know where they stand.



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